




Wyoming Department of Education

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MEMORANDUM NO. 2008 - 128

TO: School District Superintendents
WISE Coordinators
Business Managers

FROM: Leslie Zimmerschied 
Data Collection Analyst
Technology, Careers, and Data

DATE: September 5, 2008

SUBJECT: Fall 2008 WEN Video Training
WDE 607 - WISE Dropout Statistics Data Collection

DATA COLLECTION WEN VIDEO TRAINING

The Wyoming Department of Education (WDE) will hold a training session on September 24, 2008 to address the WDE 607 - WISE Dropout Statistics Data Collection. The training session will be interactive and administered over the Wyoming Equality Video Network (WEN). This memorandum will answer districts' most frequently asked questions regarding the fall 2008 WDE 607 data collection and provide information on the upcoming training.

Information on the Training

When is it?

The WDE 607 training will be held on **Wednesday September 24, 2008 from 2:00 p.m. to 3:50 p.m.** via the WEN.

Who Should Attend?

Both technical and content personnel should attend this training. WDE recommends that each WISE Coordinator attend, along with the person(s) responsible for completing the WDE 607 data collection.

What is the Agenda?

This training will detail the submission process and provide helpful hints while working with the State Report Manager (SRM) for the WDE607 data collection.

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Along with details on the submission process, a portion of the presentation will focus on content-based Frequently Asked Questions (FAQ). The questions, along with the corresponding answers, will be presented in the training. Content personnel will also be available to answer any additional content questions that district personnel may have.

When to Sign Up?

If you are interested in joining this training, please contact your local high school or community college and ask their local WEN Video scheduler to sign up your site. **The last date to sign up your WEN site is Friday September 19, 2008.**

Information on the WDE 607 Collection

What is the WDE 607 Collection?

The WDE 607 collects data on the prior school years dropouts, for this collection 2007-08 dropout data will be reported.

When is the Collection Window?

The data collection window is from October 13, 2008 through October 24, 2008.

The fall 2008 WDE 607 data collection is due on or before Friday October 24, 2008 by 5:00 P.M. The collection will be submitted through the SRM on the WISE data system.

Where are the Collection Documents Posted?

The current data elements are available on the WISE website. A link to the WISE website is available through the Forms Inventory at:

https://wdesecure.k12.wy.us/stats/wde.forms.details?the_form=607. The business rules and guidebook will be available by September 12, 2008. School districts will be contacted via e-mail once these documents have been posted to the WISE website.

When were Districts First Notified of this Collection?

The fall 2008 WDE 607 collection was first addressed in Superintendent's Memo No. 2008-098 and was sent out to districts on July 18, 2008.

Who to Contact for More Information?

If you have any content or submission questions regarding the WDE 607, please contact Leslie Zimmerschied at 307-777-8751 or lzimme@educ.state.wy.us.

If you have any questions about the WISE project, please contact Shadd Schutte at 307-777-3656 or sschut@educ.state.wy.us.

LZ:sc